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MEMORANDUM FOR: Chiefs of Clandestine Service Staffs and Divisions

SUBJECT : Housekeeping Practices in Clandestine Service
Area of Headquarters Building

1. On any day I walk through the corridors in the CS area of the Headquarters building, I am amazed at the amount of junk continually cluttering our area. I see cafeteria trays piled high with dirty dishes and utensils, wastebaskets full of trash, empty boxes, broken furniture, excess equipment, etcetera. I am distressed about this untidy appearance not only for the bad impression it must make on visitors, both foreign and domestic, but on the adverse effect it is bound to have on our own people.

2. Agency regulations call for an orderly method of turn in of excess supplies and equipment, including broken or inoperative items. The Building Supply Officer will receive any such items brought to him and if they are bulky, he will arrange for their removal. See [] Cafeteria 25X1A trays, dishes and utensils are not to be removed from the cafeterias but if such is necessary in an emergency, the person using the items should arrange for their prompt return to the cafeteria. (See [] 25X1A 3 December 1969, copy attached). Empty cartons and other paper trash should be placed by wastebaskets within offices at the end of the day, clearly marked for char force removal. If you have bulky trash to be disposed of immediately, call Building Services Branch, Ext. 7975.

3. I ask that you discuss the above problem with the principal supervisors in your Component and that they in turn discuss it with all employees in an effort to keep our area as clean and presentable as is possible. Task your Chief of Support and his Logistics Officer to help you monitor your area on a regular basis. The GSA char force is chronically undermanned for effective cleaning of the entire building on an optimum schedule but I am convinced we can do much ourselves to eliminate the untidy situation we have largely brought on by our carelessness and inattention to good housekeeping practices. Let's all give our "home away from home" the care and respect it deserves.

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Thomas H. Karamessines

Deputy Director for Plans

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GSA Char Force Schedules

<u>Item</u>	<u>Target Frequency</u>
Empty wastebaskets, ashtrays and dust horizontal flat surfaces except floors.	Nightly, in all but secure areas, vaults, barrier areas. Daytime service otherwise when occupants present.
Vacuuuming of carpeted areas.	Building divided into 5 zones of 48,000 sq. ft. each. 5 crews work at this, each crew having target of 1/5 each area each night.
Sweeping of office areas.	Building divided into 22 zones of 42,000 sq. ft. each. 22 crews work at this, each crew having target of 1/5 of each area each night.
Sweeping of corridors.	Nightly.
Scrubbing and waxing of corridors.	Each 63 days.
Scrubbing and waxing office areas.	Not presently routinely scheduled. GSA attempting to contract for this on regular basis.